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PART IV- SECTION M EVALUATION FACTORS FOR AWARD

M.1 METHOD OF AWARD

M.1.1 Award shall be made by notice in writing to the responsible bidder whose bid conforms to and is responsive to the terms of the invitation and whose bid is most advantageous to the government, considering only price and price-related factors included in the invitation.

M.1.2 An award under this solicitation will be a firm-fixed unit price contract.

M.1.3 The Library reserves the right to award all, none, or some of this solicitation as may be in its best interest. The Library reserves the right to give preference to nonprofit-making institutions or agencies whose activities are primarily concerned with the blind and with other physically handicapped persons, in all cases where the prices or bids submitted by such institutions or agencies are under all the circumstances and needs involved determined to be fair and reasonable (for these purposes fair and reasonable means no greater than 10 percent higher than prices quoted by commercial sources), and if such organizations meet the requirements or the policy set forth in section C.1.3 in the preface to this invitation.

M.1.4 The Library reserves the right to make multiple awards.

M.2 RESPONSIBLE - RESPONSIVE BIDDER

Award to "responsible, responsive bidder" as referred to above means that consideration will be made of bidder's production capacity, quality assurance procedures, and product samples (as applicable).

M.2.1 To be determined responsible, a prospective contractor must -

- have adequate financial resources to perform the contract, or the ability to obtain them (see *FAR* 9.104-3(b))
- be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments
- have a satisfactory performance record (see *FAR* 9.104-3(c))
- have a satisfactory record of integrity and business ethics
- have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures,

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and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors (see FAR 9.104-3(b))

- have necessary production, construction, plant facilities and technical equipment, or the ability to obtain them (see *FAR* 9.104-3(b))
- be otherwise qualified and eligible to receive an award under applicable laws and regulations.

M.2.2 Responsiveness of bids: to be considered for award

- a bid must comply in all material respects with the request for bids; bid conditions which alter requirements or limit the government's rights shall not be considered
- telegraphic bids shall not be considered
- facsimile bids shall not be considered
- bids must be filled out, executed, and submitted in accordance with the instructions and all items required must be submitted with the bid.

M.3 52.214-22 EVALUATION OF BIDS FOR MULTIPLE AWARDS (MAR 1990)

In addition to other factors, bids will be evaluated on the basis of advantages and disadvantages to the government that might result from making more than one award (multiple awards). It is assumed, for the purpose of evaluating bids, that \$500.00 would be the administrative cost to the government for issuing and administering each contract awarded under this solicitation, and individual awards will be for the items or combinations of items that result in the lowest aggregate cost to the government, including the assumed administrative costs.